

Appendix A

COURT SECURITY OFFICER DUTIES

INTRODUCTION

The role of the court security officer is to ensure that the business of the court will be done in a secure environment. Therefore the overall goals of the court security officer are to ensure: no disorder, no contraband, and no escape.

To achieve these goals the court security officer has responsibilities to: **secure the building** which includes outside security, access and egress issues, weapons screening and alarm protocols; **provide courtroom security** which includes searches, and managing the courtroom; and **manage prisoners** which includes use of restraints and transportation issues. Each of these broad areas of responsibility is discussed below.

SECURING THE COURT BUILDING

The security of the court building is a major part of the overall security plan. There are four areas of concern regarding the security of the court building: outside security, access and egress, weapons screening, and alarm protocols. Each of these areas has their own issues as discussed below.

Outside Security

The area outside the court building is part of the overall concern for security. The outside area is a place to hide weapons, explosives and/or is an area of vulnerability for those people entering the court.

Each day, and more often during trials, the exterior of the court building should be searched for any problems. If the court has a parking area this area should also be searched. Particular attention should be placed on trash containers or other receptacles where weapons or explosives could be placed.

The court security officer also must observe the landscaping around the building and make sure that proper maintenance is being done.

Access and Egress

Access control is one of the most important components of effective court security. Ideally, ***public access/egress should be restricted to a single entrance***, and this entrance should be staffed by trained security personnel.

Court staff, judges, and prisoners should each have a separate, dedicated entrance. These entrances should be monitored whenever the building is open.

Service and delivery areas should be monitored whenever in use. Delivery personnel must be required to announce their arrival, and produce positive (photo) identification.

Security personnel need to visually and physically inspect all packages entering the court building.

Building exits must be clearly marked and signed “*Emergency Exit Only – Alarm will Sound*”. Alarm systems should be installed on all exit doors to insure the integrity of the security system.

Security staff must be aware of all potential building entry points. These include roof access and any access from underground tunnels, grates, etc. All of these potential entry points must be secured and alarmed.

Weapons Screening

Weapons screening is another important component of the overall security plan. Weapons come in all forms. Given the right situation, almost any item can be fashioned into a weapon. Weapons screening therefore, is a difficult and ongoing task. **There should be a clear understanding by screening personnel as to what constitutes a prohibited item, i.e. contraband.**

A fully equipped weapons screening station has:

- ! Adequate room for people to congregate inside, out of the weather, without being so crowded as to present its own security problem.
- ! A walk through magnetometer, x-ray equipment, and hand-held magnetometers for backup screening
- ! A duress alarm system to summon additional help if needed
- ! CCTV monitoring of access control points
- ! Adequate staffing – ***two to monitor traffic flow*** and at least ***one armed officer to observe and be prepared to respond to emergencies.***

Key considerations – screening

- ! Safety, security, and control are critical elements
- ! **Screening applies to everyone** requesting access to the court building
- ! The effectiveness of the system will determine the integrity of the process

The goals of weapons screening are to:

- ! Protect – citizens and court employees
- ! Prohibit – potential weapons from entering the court building
- ! Control – activity within the court building.

SEARCH ISSUE	POSSIBLE SEARCH TECHNIQUE
People-clothing	Walk through magnetometer
Packages/Briefcases	X-ray equipment
Other items	Hand-held magnetometer

All persons requesting access to the court building **must successfully pass through the screening station.**

Duress Alarms/Alarm Protocols

Duress alarms installed at security checkpoints enable staff to summon help at times of emergency. Two types of alarm systems are common to security checkpoints.

- ! Audible alarm
- ! Silent alarm

While the audible alarm is designed to alert staff of a problem at the screening station, many access control points also have silent alarms that report directly to a police dispatch unit who would summon emergency assistance when needed. Proper and appropriate use of these systems is dependent on: adequate staffing, training, and practice.

Alarm protocols are an essential component of the Critical Emergency Response process. Protocols should alert staff to pending or active emergencies.

Duress Alarm Testing Protocol

Duress alarms should be tested at least daily. The proper testing is to contact the alarm receiver, usually the responding police agency, and announce alarms are being tested. As each alarm is activated ask the receiver a) did they get the alarm?, and, b) which alarm annunciated?

Sample Alarm Protocol

ALARM STATUS	ACTION REQUIRED
No alarm	None: individuals pass through station without problems
Explainable Alarm	Individuals who set off an alarm but can satisfactorily demonstrate the cause of the alarm is innocent (coins, car keys, etc). More extensive screening is required to avoid trickery.
Unexplained Alarm	Unable to explain cause, alert condition exists
Duress Alarm Activation	Critical Emergency, response required

Duress alarms are an important component in the screening process. They should be strategically located at each critical security checkpoint. The Critical Emergency Response plan should include protocol for alarm response.

Sample Duress Alarm Protocol

ALARM STATUS	ACTION REQUIRED
Silent Alarm	Essential staff report to strategic points
Audible Alarm	Eminent threat of danger. Staff to respond to staging areas immediately.

Search Policy

Each court should develop, in conjunction with the local prosecutor or city attorney, a policy regarding confiscation of banned but not illegal, and illegal materials. There should also be a clear policy on charging people with possession of illegal items.

COURTROOM SECURITY

Providing the physical security of the courtroom is an ongoing process. Searching the courtroom and its environs is a critical task of the court security officer. Control is the key issue when dealing with courtroom security, however in order to maintain control, you must first gain control, i.e. by ensuring no weapons are present. In this section we will discuss search elements, search principles, and controlling the courtroom.

Search Elements

Five basic elements will determine the integrity of the courtroom search. The court security officer should:

- ! Be curious – stop, look and listen carefully whenever preparing, or actively searching.
- ! Be systematic – start to finish. Begin in a designated area, and search with a purpose.
- ! Avoid distractions.
- ! Be thorough – have a plan in mind (divide the area to be searched by height: floor to waist, waist to chin, chin to ceiling, and false ceiling) and do not deviate from it.
- ! Be safe – look before touching! Cases have shown that items are planted to injure the court security officer or to draw attention away from completing a thorough search. The court security officer should **wear gloves** and consider a simple “search kit.”

SAMPLE SEARCH KIT

Screwdrivers: Phillips head and standard

Pliers: multiple sizes

Blade: for cutting

Mirror: dentist type and larger

Evidence collection bags-various sizes

- ! Be objective.
- ! Be aware that discovery of one piece of contraband should only encourage additional checking for other pieces of contraband. Depending on local policy do not remove contraband until proper crime scene processing is complete.

Search Principles

In addition to the five basic search elements, there are some basic search principles that should be followed.

- ! ***RESOLVE ALL DOUBT.*** In other words, if the court security officer is not satisfied with the search of an area, it should be searched again.
- ! Common sense and natural curiosity are the court security officer's two most valuable tools. Knowledge of the physical plant is another critical element of successful room and building searches.
- ! Consider identifying "key" employees to assist with the search. These individuals may be able to point out things that seem "out of place."
- ! If a safety threat is located, immediately secure the area and then court.
- ! **DO NOT TOUCH SOMETHING YOU DO NOT UNDERSTAND.**
- ! If an object that appears to be an explosive device is encountered, avoid using any electronic device or transmitter. Secure the area immediately.
- ! Keep in mind one more principle. *If you have that feeling, and think, "something is wrong," you are probably right. **Trust your instincts.***

Managing the Courtroom

Managing people is also an essential court security function. Usually the court security officer is charged with the responsibility of managing activity in and around the courtroom. To be effective, the court security officer must: be familiar with the rules of conduct, as defined by the court; and, have plans in place to stop the disruption.

Rules of Conduct

In most courts, a **basic conduct code** includes the following:

- ! No food or beverages of any kind are allowed in the courtroom.
- ! No radios, recording devices, cellular telephones, pagers, or video recorders are allowed without the consent of the presiding judge.
- ! No standing in public gallery.
- ! Disruptive behavior of any kind will not be allowed.
- ! Children and small infants may remain as long as no disruption occurs.

The court security officer's responsibility in managing the courtroom is threefold:

- ! **Communicate** – with the judge and other principles to determine whether special circumstances exist.
- ! **Coordinate** – all activity prior to the proceedings, **including how evidence will be controlled**. The court security officer should be aware of any potential weapons being introduced as evidence, and have plans in place for control of these items.
- ! **Control** – events as they arise.

The court security officer may consider a seating map or chart to avoid potential problems or disruptions. It is the responsibility of the court security officer to monitor and identify anyone that may require special attention.

Courtroom Disruptions

Disruptions are likely to occur at any time during the court process. Court security officers must be acutely aware of the signs and symptoms that are indicative of pending disruption. The awareness of those times and/or activities that trigger disruptive events is critical to that safe operation of the court.

CRITICAL EVENT	POSSIBLE REASON
Arraignment time	Fear of confinement
Sentencing	Dissatisfaction with sentence
Jury Verdict	Desire to escape, anger
Civil disposition	Anger/agitation
Custody orders	Emotional despair
Unruly spectators	Presence of friends
Media	Desire for publicity

It is the responsibility of the court security officer to know the court's rules regarding unruly individuals. Discuss potential problems and alternative solutions with the court in advance.

- ! Be prepared to act.
- ! Develop contingency plans.
- ! Know what/who you are dealing with.
- ! Gather intelligence.
- ! Assess potential threats.
- ! Re-assess your findings as the activity develops.

MANAGING PRISONERS

In this section the issues of searching prisoners, use of restraints, and prisoner transportation are discussed. **The court should have a policy on searching that includes people that have been out on bond/bail, and participants in contested hearings such as; high profile divorce and child custody cases.** These persons should be directed to the court security office where the search should be conducted prior to them entering the courtroom.

Prisoner Searches

The search is one of the most effective prisoner management tools available to the court security officer. When used properly, it sends clear messages to the prisoner about the officer, the officer's level of professionalism, and the officer's desire to follow the rules.

Every prisoner is a potential carrier of contraband and/or an escape risk

There are three basic types of searches.

- ! Pat down or "rub and squeeze" search. This method is described as a clothes body search. It is intended as a safety check for weapons and/or contraband.
- ! Strip search. **Only to be done by certified officers, of the same sex, and following written policy.** This search technique is described as an unclothed body search. Although more intrusive than the clothed search, it **may be conducted by trained staff** in a private location **if exigent circumstances** exist.
- ! Body cavity search. **Not to be done. If suspicion exists that warrant such a search it must be done following policy of the court.** This is an intrusive search that is generally ordered by search warrant and requires medically trained personnel.

For the court security officer the focus is on the “pat down” search. The same search elements we discussed earlier come into play again.

Be Curious, Be Systematic, Be Thorough, Be Safe, Be Objective

Search techniques **for prisoners:**

- ! Remove any jacket or coat the subject may be wearing and place these items in an area out of reach.
- ! Instruct the subject to remove all items from pockets.
- ! Remove shoes (and socks if necessary).
- ! Instruct the subject to face away from the searching officer, feet approximately two feet apart, arms outstretched, and fingers spread.
- ! Search should be conducted in an orderly fashion, beginning with the subject’s head.
- ! Instruct the subject to vigorously run his/her fingers through their hair. A comb may be used for this technique.
- ! Have the subject look up “chin to the ceiling.” Inspect nostrils then mouth having the subject roll his/her tongue side to side, as well as away from gums and teeth. He/she should be required to remove any dentures or plates.
- ! Search the shirt collar, inside and out. Whenever searching clothing, the court security officer should “rub and squeeze” the material rather than pat. Special attention should be given to linings, cuffs, and seams.
- ! Search the shoulder area.
- ! Search the arms, being sure to examine the whole arm. The natural tendency is to search only the outer arm. Items have been secured in hollowed body spaces such as the inside of the elbow joint.
- ! Search the chest area and the belt line. When searching female subjects, special attention should be given to the bra area. (NOTE: Ideally, same sex searches are preferred, however, if a male officer is searching a female, require her to unhook the bra and shake the material vigorously while leaning slightly forward.)
- ! Search the armpits and sides to the belt line.
- ! NOTE: Do not avoid any areas of the body. Although you are required to search areas considered private in nature, do not shy away. It is important to search every area.
- ! Search the back area from the shoulder to the belt line. Pay particular attention to the small of the back.

- ! Search the inside of the waist. The **subject's belt should always be removed and secured** with his/her property during transport, or while in lock-up.
- ! Search the lower abdomen, hips and buttocks. Pay particular attention to the buttocks as an area for weapon concealment.
- ! Search both legs from the subject's crotch to their feet. Do not be timid or allow yourself to be distracted when searching the crotch area.
- ! Inspect the toes and bottoms of both feet.
- ! Search the shoes, socks and outer clothing items removed earlier.
- ! Search the contents removed from the subject's pockets. All items should be inspected thoroughly, regardless of how innocent they may appear. Contraband should be inventoried, secured and reported.

Use of Restraints

Restraint devices are used to maximize control of a person. This is accomplished by limiting the free movement of a person's arms and legs, while still allowing for necessary movement. Because these are sometimes the only barriers to a person's freedom, it is important to understand the functions and limitations of restraining devices.

Knowledge of restraint devices is critical to proper application techniques. **A thorough body search should always precede the application of restraint devices.** Each restraint device has been manufactured with an intended purpose. Avoid creating techniques or using the restraint mechanism for something other than its intended purpose.

There are many types of **restraint systems** and some of the more common ones follow. **HANDCUFFS** are a restraining device that consists of two ratcheting jaws connected by a short chain or hinges. These devices are designed to attach to a person's wrists in order to restrict hand and arm movement. Handcuffs have a double lock function. This prevents the jaws from over tightening on the prisoner's wrists and prevents the jaws from being opened by shoving a shim or other object between the teeth on the jaw and the ratcheting device. On standard handcuffs, a court security officer can use the small pin on the top of the handcuff key to depress the double locking pins. Once double locked, handcuffs cannot be tightened or shimmed.

A court security officer must release the double locking system before removing the handcuffs. This is accomplished by inserting the handcuff key into the keyway and turning it counterclockwise. The key is turned clockwise to release the mechanism and open the handcuffs. **Standard application calls for "Double bar facing out, key hold facing up."**

LEG IRONS are restraining devices very similar in design to handcuffs. Leg irons are two large ratcheting jaws connected by a 15-inch chain. The jaws are designed to attach around the ankles of the prisoner thereby restricting leg movement. Leg irons greatly decrease the prisoner's ability to run and kick. Leg irons have double locking mechanisms and features that function in the same manner as those of handcuffs. Leg irons also use a standard handcuff key.

Leg irons may be utilized as handcuffs for a prisoner whose wrists are too large for standard handcuffs. When using leg irons in this fashion, the chain should be tied in a knot (to reduce its length) and threaded through the "D" ring on a waist chain. This serves to reduce the length of

the chain and further restrict arm movement. **When in use as leg irons, keyholes should face down with the double bars facing out.**

WAIST CHAINS or “belly chains” consist of a large brass “D” ring attached to a length of chain. The prisoner’s hands are attached to the chain via the use of handcuffs, restricting hand and arm movement, and providing security for the transporting officer.

The waist chain was originally designed to further restrict the movement of the prisoner’s arms while allowing safe, yet comfortable situation for transportation.

Some manufactured waist chains have handcuffs built on. These devices use a standard handcuff key. Many waist chains have small clips attached to one end of the chain. The intent of this clip is to secure any excess chain. Many organizations have removed this clip and have substituted a small padlock in its place. **When applying waist chains the keyholes should face up with the double bars facing out.**

The court security officer is **responsible** for any event that occurs as a result of the application or use of the restraint device. Follow the court’s policy and procedure whenever using restraint systems.

Prisoner Escort Procedures

When escorting one or multiple prisoners, the Court Security Officer must, at all times, maintain proper tactical positioning.

Prisoner Escort Principles. Clearly articulate your expectations to the prisoner prior to the movement, i.e. “No sudden movements, talking or stopping unless directed by staff. Follow all directions immediately and without questions”

Prisoner movement is restricted to the right side of all corridors with the Court Security Officer positioned behind the prisoner and to the prisoner’s left.

- ! When escorting one prisoner, with two security officers, they should position themselves on either side of the prisoner and to the rear.
- ! Never allow your span of control to be broken.
- ! Hands-on escorts are suggested.
- ! Never allow the prisoner to lag behind.

Escorting prisoners in restraints. There are two physical difficulties with the escorting of prisoners in restraints. First, is movement up and down stairs, second is entering and exiting vehicles. They appear to be very slow and awkward. Do not be lulled into a false sense of security – it could be a set up.

Multiple prisoner escorts should never be attempted by less than two officers. Prisoners should be positioned in single file formation with one security officer in the front guiding the group (maintain the appropriate reactionary gap), the second officer’s position should allow complete visual observation of the prisoners and partner officer.

Prisoner movement in the courthouse is preferably conducted in circulation routes designed for the sole purpose of moving prisoners. If such security routes are not available the Court Security Officer must employ additional measures.

- ! Escorting prisoners in public hallways should be conducted with a minimum of two officers.
- ! Prior to movement the Security Officers should inspect, clear and secure the established route.
- ! If conditions warrant, additional security officers should be placed in assigned locations along the route.
- ! Avoid all conversations with any civilians, and no civilian should be allowed to approach the prisoners.

Prisoner observation and temporary holding cells. Search and secure each holding cell prior to placing a prisoner inside. The search should include a check for contraband and a check for physical integrity of the locks, walls, windows, surveillance and communications systems.

1. When placing a prisoner in a holding cell a minimum of two officers should be present. One officer will be unarmed and will enter the cell with the prisoner and remove all restraints. The second officer will be armed and in a position where s/he can observe all activity and not be overpowered or disarmed.
2. Court Security Officers should conduct a final security check at the end of their shift to assure that no prisoners have been left unaccounted for and abandoned.
3. Visitors should not be allowed in the holding area. Only authorized personnel, including attorneys, law enforcement and court staff should be allowed to enter. Court Security Officers should always maintain visual observation when authorized visitors enter the area. A detailed log should be maintained recording the time in/out, date, purpose and person entering the area.

Prisoner Transportation

The transportation of prisoners is a critical and sensitive mission that requires concentration and attention to detail. Transportation is a high-risk responsibility. Each transport assignment is as unique as the individual being transported. The Transporting Officer must maintain a **constant vigilance**, identifying unusual events and activities.

Pre planning. In preparation for a transport assignment, the officer should identify the prisoner(s) to be transported.

- ! File check the individual for any special warning and/or considerations.
- ! Check the classification level of the prisoner. Assess the threat potential.
- ! Develop a transportation plan. Include estimated departure and arrival times, intended route and selected alternate routes.
- ! **File the transportation plan** with the dispatch office and supervisor.

Vehicle search. Prior to loading and departure, a thorough search of the vehicle must be conducted. The search should include all areas of the vehicle: exterior, interior, and mechanical.

Conduct a complete inventory and equipment check as part of the vehicle search. Insure that the fuel is topped off, and oil is checked. Check the condition of the tires as well. If there is doubt regarding the condition of the vehicle, contact a supervisor.

- ! Inventory the interior contents of the vehicle. Make sure the first aid kit is stocked.
- ! Test all communications and signaling devices.
- ! Re-search the vehicle following a transport activity.

Seating configurations. Assigning seating positions in the vehicle is necessary for officer safety reasons. **Do not deviate from safe practices.** Recommended seating configurations are listed below:

VEHICLE CONFIGURATION	SEATING
Vehicle with security screen	Prisoner in right rear seat
No screen and one officer	Prisoner secured in right front seat
No screen and two officers	Prisoner secured in left rear seat
No screen, two officers and two prisoners	Prisoner 1 secured right rear seat, 2 secured in middle seat. Unarmed officer in left rear seat

General rules of transportation. Understanding the critical role of the transportation officer is essential. The requirements of constant vigilance, and enhanced awareness cannot be overstated. The following is a list of suggested guidelines for safe transport.

- ! Prisoners will not be permitted to select places, routes of travel, rest stops, or in any other manner influence the travel itinerary.
- ! Officers should be alert to conversations by and between prisoners that may indicate an escape attempt. Promptly report any conversation that leads to the belief safety is jeopardized.
- ! No smoking allowed during transport or in the transport vehicle.
- ! The transport officers should search all prisoners prior to a transportation detail. Any prisoner who has been out of the officer's control for even the slightest period of time should be re-searched.
- ! Restraint device keys should not be carried on the same ring as vehicle keys.
- ! Restraining devices **must not** be removed at anytime during the transport detail. Each time a prisoner is placed into, or removed from the vehicle all restraints must be thoroughly checked to determine that each device used is secure.

- ! Never alter the travel plan unless required by an emergency situation. In the event of an emergency, contact the nearest law enforcement agency for assistance.
- ! Do not make any unscheduled stops without contacting the nearest law enforcement agency for assistance.
- ! Utilize local jails and lock-ups to secure prisoners for stopping points.
- ! Never allow a prisoner to suggest a stopping point.

DAILY CHECKLIST Date: _____

EXTERIOR		YES	NO
!	Building walk around completed	___	___
!	All landscaping checked	___	___
!	Trash receptacles checked	___	___
!	Lighting checked	___	___
!	Loading dock checked	___	___
!	Parking area checked	___	___
PUBLIC AREAS			
!	Trash receptacles searched	___	___
!	All chairs (including behind and bottom of chair) checked	___	___
!	Public restrooms searched	___	___
!	Towel dispensers checked	___	___
!	Under all sinks checked	___	___
!	All commodes checked	___	___
!	All hallways checked including visual scan of false ceilings	___	___
!	Fire extinguishers checked	___	___
!	Utility control panels locked	___	___
!	Access to restricted areas locked	___	___
!	Emergency lights tested	___	___
COURTROOMS			
!	Duress alarms tested	___	___
!	Emergency lights tested	___	___
!	Gallery area searched including all chairs (behind and the bottom of the chair)	___	___
!	Attorney area tables searched	___	___
!	Bench area secured	___	___
!	Court reporter/recorder area searched	___	___
!	Fire extinguishers checked	___	___
!	Utility control panels locked	___	___
!	Access to restricted areas locked	___	___
!	Jury area searched	___	___
!	Jury room searched	___	___
RESTRICTED AREAS			
!	Duress alarms tested	___	___
!	Emergency lights tested	___	___
!	Access doors locked	___	___
!	Hallways checked	___	___
PRISONER AREAS			
!	Cell(s) searched	___	___
!	SCBA checked	___	___
!	Duress alarms tested	___	___
!	Emergency lights tested	___	___
!	All monitors checked	___	___

WEAPONS SCREENING CHECKLIST

PRIOR TO OPENING:		YES	NO
!	Building search completed	___	___
!	Alarms tested	___	___
!	Magnetometer checked with test weapon	___	___
!	CCTV, if available, turned on and checked	___	___
!	Hand-held magnetometers available	___	___
!	Trays available	___	___
!	Signs properly displayed	___	___
!	Roping (to control lines) in place	___	___
ON-GOING			
!	Single file lines maintained	___	___
!	Periodic external search conducted	___	___
!	Observation maintained	___	___
END OF DAY			
!	Search of building conducted	___	___
!	Outside search conducted	___	___
!	All contraband properly disposed	___	___
!	All equipment tuned off and secured	___	___